

# **NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION**

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## **MINUTES OF MEETING**

**September 5, 2002**

*(Approved November 7, 2002)*

Members Present: William Porter, Stephen Judge, Robert Nelson, Ronald O'Keefe, Les Cartier, David Duquette, Stephen Carrier, Roger Hatfield, Paul Fortier, John Hoglund, Peter Russell, Corey Landry, Richard Mason.

Members Absent: John Stephen, Joseph Butts, Donald Bliss.

Others Present: Division of Fire Standards & Training Staff--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Dale Boyd, Recording Secretary. Edward Murdough, NH Department of Education.

### **I. CALL TO ORDER**

**Item 1. Pledge of Allegiance to Flag.** The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair Paul Fortier at 10:03 a.m. on Thursday, September 5, 2002 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

**Item 2. Moment of Silence.** Chair Fortier requested a moment of silence for Lt. Carl Morin, Berlin Fire Department, who succumbed to injuries last night from a hang gliding accident five days ago. Also, as we approach the anniversary of the terrorists attacks on America, remember those who were lost in those attacks; and keep our men and women in the armed services, who are still out there fighting for our freedom, in our minds.

### **II. APPROVAL OF MINUTES**

**Item 1. May 1, 2002. Motion** was made by Commissioner Hoglund, seconded by Commissioner Nelson, to accept the Minutes of the May 1,

2002 Commission meeting with the following changes as noted at the June 5, 2002 Commission meeting:

- (a) Page 2, last paragraph, last sentence, add a period to the end of the sentence.
- (b) Page 6, item (d), third paragraph, first sentence, change to read: Commissioner Porter asked if Commissioner Nelson had any plans to utilize the geo-stationary satellite.
- (c) Page 7, item 10), sixth paragraph, third sentence, change the sentence to read: Director Mason answered that, if someone passes the written test, they then can go to the physical ability portion.

Motion passed unanimously.

**Item 2. June 5, 2002.** ***Motion*** was made by Commissioner Nelson, seconded by Commissioner Cartier, to accept the Minutes of the June 5, 2002 Commission meeting with the following changes:

- (a) Page 5, second paragraph, fifth sentence, change to read: "Some of the students and some of the actual instructors who are involved are also questioning the need."
- (b) Page 5, fourth paragraph, last sentence, change to read: "Some of these firefighters have been living for a year or more on the job, so they probably know it better by experiencing it every day."
- (c) Page 7, last paragraph, second sentence, change the word "are" to "is."
- (d) Page 10, first paragraph, fourth sentence, change the second word "to" to "that."
- (e) Page 10, second paragraph, third sentence, change to read: "In the last issue of *On Scene*, it said that the only people who will need to be licensed are the people who are actually running the exam."

Motion passed unanimously.

### **III. CHAIR'S REMARKS**

Chair Fortier welcomed everyone back after the summer.

Chair Fortier introduced the new Commission member representing the Department of Education, Edward Murdough.

Commissioner Porter said he was very pleased that Ed Murdough was chosen to succeed him in his position at the Department of Education and also on the Commission. He noted that the two positions don't necessarily go together; the Commissioner of Education may choose any one he/she wants to represent him on the Commission. Commissioner Porter stated that he thinks everyone will find Commissioner Murdough an asset to the Commission.

Chair Fortier, on behalf of the Commission members, thanked Commissioner Porter for his many years of dedication and service to the fire service of New Hampshire. Chair Fortier presented him with a plaque for his 16 years as a Fire Standards & Training Commission member. Commissioner Porter was given a round of applause.

Commissioner Porter thanked everyone. He stated that he has represented five different Department of Education Commissioners. He said that he has enjoyed every minute of it, and he is going to miss it very much. He said that he has done a lot of things in his life, and has associated with a lot of people and a lot of different groups of people, and he has never found any better group to be with than the fire service, and particularly some of its representatives on this Commission. It is a very, very impressive and dedicated group of people. He said he is proud to have been a part of it.

#### **IV. COMMITTEE REPORTS**

**Item 1. Emergency Medical Services Liaison.** Commissioner Duquette publicly thanked Chief Prentiss. He noted that after her appointment to this position, whenever someone new starts out in a job like hers, you get a lot of feedback from the field and you get concerned; that has not been the case here. Everyone he has talked to is very pleased with Chief Prentiss' performance and how things are going. He said that he is very pleased that Chief Prentiss is in that position and everything is working out well. Chief Prentiss thanked Commissioner Duquette.

Commissioner Duquette deferred his report to Chief Prentiss who reported on the following items:

- (a) The reorganization of the Bureau is well underway. They have had two internal promotions; Liza Burrill has been named their Education Services Coordinator and Kathy Doolan has been named their Field Services Coordinator. That now leaves two vacancies at the Training Coordinators level, which have been posted.
- (b) Also internally, Bill Wood has moved from EMS Coordinator over to specializing in EMS Preparedness.
- (c) They have conducted interview for three positions--Advanced Life Support Coordinator, Research Coordinator, and Trauma Coordinator. Background checks are now being done on candidates for those positions.
- (d) They are looking at moving their Claremont field office to Lebanon. They have put a public notice in the paper for requests for proposals that closes today (September 5, 2002). They have received at least two inquiries. They think that Lebanon is a good

spot for the Upper Valley because of its close proximity to two of the interstate highways.

- (e) The EMS Medical Control Board and the Coordinating Board met in July at the Parkland Medical Center in Derry. Two medications were added to the State list. Two pilot projects were approved for the use of continuous positive pressure airway management for patients with certain types of lung conditions.
- (f) George Patterson stepped down as the Chair of the Coordinating Board in July. Clay Odell, who is a nurse and a paramedic from New London Hospital, was voted as the new Chair. The Vice Chair is Dr. Joe Sabato, who is from Windham.
- (g) The final version of the Administrative Rules were sent out on July 23, 2002. They have received a few questions, but no major items have been raised.
- (h) Instructor Coordinator training for EMS for the first time in about seven years has started again. The first program was held in the field in Wilton. Of the 15 candidates, 11 were from the north country, which is their greatest area of need right now for Instructor Coordinators. They are working on setting up their next program in the Manchester area for late this Fall or early Winter.

Commissioner Hatfield asked if they were using the Instructor Educational Methodology curriculum from Fire Standards. Chief Prentiss answered that they are not right now. They are currently engaged in the Instructor Training Coordinator curriculum from the New England Council of EMS that they helped to craft. They are starting discussions within the Division to see if they can merge this to train Instructors the same way. Commissioner Hatfield said that he would encourage the merge. He believes that the New England Council class is very expensive.

Commissioner O'Keefe asked if the Bureau has future plans beyond the program in the Manchester area because it is an issue on the Seacoast. Chief Prentiss said that the plan was for one program in the north, one in the central area, and one on the seacoast. After that, they are planning on two programs a year, one in the north and one in the south.

- (i) Of the major equipment purchases they have been working on, all of the items have arrived with a few that have not met the specifications that they set, so they are working on correcting that. They have purchased training and testing equipment for the north, central, and southern parts of the State. As soon as they have their own Educational Specialists, that will be part of what they do.
- (j) North Country EMS Conference is celebrating its tenth year, and the Bureau is one of the cosponsors of that event. They are also

sponsoring the NH EMS awards which will be given at the banquet on Saturday night, October 19.

- (k) They received notification that they are one of the recipients of a Trauma/EMS Systems Award--\$40,000 a year for the next three years, which will be used to support the implementation of their Trauma System and will fund a part-time Trauma Care Documentation Coordinator.
- (l) They will be cosponsoring, with the EMS for Children Project at Dartmouth, the Second Annual Trauma System Statewide Conference on November 6 at the Inn at Mills Falls in Meredith.

**Item 2. Curriculum Review.** Commissioner Duquette reported on the current Curriculum Status Report, which is in hard copy form in each Commission member's packet:

- (a) Driver/Operator: The first pilot took place the week of March 6, 2001 at the Fire Academy. The program was successful and we will be gearing up for a second pilot this Fall. Again the aerial ladder portion will be initiated shortly.

Commissioner Duquette said that there was some discussion with Chief Palm in Meredith about running a pilot program there, but he had not heard back from Chief Palm yet. Commissioner Russell suggested that Commissioner Duquette contact Chief Palm again as there was some confusion as to whether or not Chief Palm had been recertified as an Instructor. Commissioner Duquette said that he had not been recertified as an NAPD instructor, but that does not mean he can't do a class there. Commissioner Duquette will contact Chief Palm.

Commissioner Duquette said that Pease is interested in hosting a pilot program; they have six people there and we could get some other departments in the area to send people

- (b) Hazardous Materials Operations: The first two pilots were completed at this point in time, one at the Academy, and one in Sullivan County. Outside of minor adjustments, this curriculum should be ready for a vote at the October Commission Meeting.
- (c) Hazardous Materials Technician: A technician level course was completed in Hanover in May with much success. The trailer is proving to be a valuable asset and will be an ongoing work in progress.

Commissioner Duquette said he did not receive any feedback from this program. Everything went well. This completes the pilots for this program. Chief Rosolen said that we just have to add a few more items to the trailer; all the kinks have been worked out of the program.

- (d) Aircraft Rescue & Fire Fighting: The curriculum is ready to go, we are waiting for some photographs from Manchester Airport to be added to the manual, otherwise it is ready to go. We have had a number of firefighters complete the eight-hour recertification program thus far, which seems to be our bread and butter.

Chief McPherson stated that we are planning to run a pilot here at the Fire Academy in the Spring of 2003.

- (e) NFPA 1030 Series:  
*NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners* was offered June 3 to 7 and was very successful. The next class will be in Littleton in November of this year.

Commissioner Hatfield reported that Commissioner Cartier was in the first pilot program. The evaluations came back looking pretty positive. They have a meeting later this month to discuss little things that the instructors would like to tweak. Overall, the first pilot went very well.

Chief Rosolen said that the second pilot, which will be held in Littleton in November, will be a Thursday evening class running from mid-November to January.

Commissioner Hoglund asked how departments in general would implement and use these people with Fire Inspector certification and how is that different from what they currently do. Chair Fortier answered that it is a local issue. Director Mason noted that basically the only change is that people with the certification are able to put CFI after their name. Commissioner Cartier explained that the certification gives credibility to the people who are already doing the work.

Commissioner Hatfield stated that this program is taught in module blocks so we can teach it to volunteer and call departments. It will be a big plus for the volunteer and call departments that do it on a part-time basis. He stated that Nashua felt strongly that they needed it for liability reasons.

*NFPA 1033, Standard for Professional Qualifications for Fire Investigator* and *NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator* are still in the Visiting Committee phase.

Commissioner Hatfield stated that the 1033 and 1035 Visiting Committees took the summer off, but are scheduled to start meeting again in September.

(f) Rescue Series:

*Structural Collapse:* The curriculum is anticipated to be presented in the near future to the Commission utilizing the FEMA collapse building curriculum, a public domain program.

*Confined Space:* The first pilot was scheduled to be held in Franklin May 15 to 17, 2002. Reviews are good at this point and we are waiting to schedule a second pilot in the near future.

(g) Other:

We will need to initiate Visiting Committees for the following in accordance with the Commission vote on February 3, 1999:

NFPA 1001, Standard for Fire Fighter Professional Qualifications (2002 edition)

NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications (2002 edition)

NFPA 1021, Standard for Fire Officer Professional Qualifications (2002 edition)

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications (2002 edition)

Commissioner Hatfield reported that there was a Fire Officer I and II Instructors meeting yesterday (September 4, 2002). One of the things that was brought up is that they would like to encourage the Commission to move as fast as possible on a Visiting Committee for NFPA 1021 because we are using a 1994 vintage. There is a new one out that is very, very good that coincides with the homework assignments and the reading assignments to the test. That has been one of the biggest problems that the Academy staff has had to deal with students is the conflicts between the reading materials and the test materials. Director Mason said that all the Visiting Committees listed above will be advertised in the next issue of the newsletter, which will be the October-November-December issue. The Visiting Committee should be in place by the first of the year.

(h) Chief Fire Officer Designation: Director Mason reported that several months ago Chief Rosolen submitted a letter to review the Chief Fire Officer Designation (CFOD), which is a program of the Commission on Fire Accreditation International. If you fulfill the requirements of this CFOD, which is a portfolio program, it meets all of the criteria for Fire Officer III and IV. The recommendation from our office, through Chief Rosolen, is that anyone with this

CFOD who has Fire Officer II will be certified as Fire Officer III and IV.

Chief Rosolen explained that, if you look at all the technical competencies of the CFOD, it meets and exceeds in most cases the NFPA standards for Fire Officer III and IV. The Pro-Board is reviewing this for possible accreditation.

**Motion** by Commissioner Landry, seconded by Commissioner Cartier, that the Chief Fire Officer Designation will be used for certification as Fire Officer III and IV. Motion passed unanimously.

**Item 3. Fire Marshal's Office.** Director Bliss was absent.

**Item 4. Forest Protection Bureau.** Commissioner Nelson reported on the following items:

- (a) The fire towers and the air patrols are up and running. Weather is an issue, with a lot of lightening strike fires that have been burning from one to two feet deep. A lot of mutual aid was called out. There was the first trial runs of the Strike Team concept that the Federation of Mutual Aids has been working on with the local fire departments. The system wasn't fully in place at this time, but it was nice to give it a trial run.
- (b) There is a restriction still in place for burning brush piles and bonfires, as those fires are burning basically straight down into the ground if they are not on good gravel base. However, this is causing some challenges out there. We have town landfills that are over capacity right now with brush and they want to burn it. People are still bringing the brush in to them, and the communities don't want to tell the people to keep the brush at home and not to cut any more as there is no way to dispose of it. We are trying to work with some education message to get the information out. There is a present rule or regulation in place that allows community landfills to burn even during restricted times of fire permits. However, there are several stipulations with that. The local Forest Fire Warden or the local Forest Ranger has to approve of that burning being done. There also shall be ready, operating, staffed water supplies and suppression equipment on scene and the local Warden can work on what specifically he wants there. The fire has to be completely extinguished, which means cold to the touch. Commissioner Nelson stated he has been sharing this information with the fire chiefs and Wardens who have called to express different public safety concerns. The challenge to this is that the majority of fire departments in this State are still volunteer.



Commissioner Nelson said that he is looking for input from the Commission members as to what they might be able to suggest to communities and how can they can deliver that message. It is a safety issue. Commissioner Cartier suggested that the towns shut off the landfills from accepting any more brush. Commissioner Russell said that he doesn't believe the towns can do that legally; the solid waste rules say that every community has to have a depository. Commissioner Nelson said that some towns have shut their facilities off to brush and have signs posted telling people that. He is trying to respond to the situation in a fire safe, fire conscience way.

- (c) They are in the middle of the hiring process for their newest Forest Ranger position. They received more than 40 applications; 17 of those were certified. The PT test will be September 23, and the interviews will be September 24 through 26.
- (d) They have a new Program Assistant, Brenda Drouin. They hired her over a month ago, and she has been a real addition to the office.
- (e) Commissioner Nelson thanked Commissioner Judge's office, in particular Ann Edwards, who got him out of a little problem. His southern-most air patrol contractor was called back to active duty with the FBI. They had to get a new air patrol contractor on board, and Ann helped get the contracts approved by the Attorney General's Office.
- (f) They have brochures that were done by the Department of Environmental Services (DES) that DES and Commissioner Nelson's office are distributing on the trash burning issues. DES is trying to get the compliance that the State laws require to be out there. DES wanted to make sure that the Wardens, Deputy Wardens, and the fire service are aware of the restrictions.
- (g) Commissioner Nelson thanked the fire service for allowing their staff members to participate in the out-of-state fire details. We sent five crews out of state so far this year. We sent in excess of 100 individuals out on fire assignments. The fire activity in the West has dwindled some, but it is not over and done with yet. The predictions are that the East Coast may be the next place to have the problems and continued fire season into the Fall.

**Item 5. Rapid Intervention Teams (RIT).** Commissioner Cartier reported that a Rapid Intervention Team train-the-trainer for the Instructors was held in July, which went very well. It's ready to go now.

Commissioner Cartier said that the props were made up by the Fire Academy staff. They were primarily adjustable walls so they can make an adjustable corridor. There were six props that were made specifically for here.

Commissioner Cartier noted that there were a lot of people who want to be instructors for RIT, but some have never taught the program before. Commissioner Cartier thought that wasn't really the way we wanted to do it. So they took some primary instructors that they had on their Visiting Committee, and that's who they went with the first time. On the next program they do, they will do everybody who is an instructor who would like to take the train-the-trainer.

In answer to a question from Commissioner Duquette about pilot programs, Commissioner Cartier said that the two pilots are not necessary because this is not a certification program. Director Mason stated that one year ago today the Commission voted to approve the RIT certificate program without any mention of pilots.

Commissioner Cartier said that the Visiting Committee would like to submit this program to the National Fire Protection Association (NFPA) for their review because they don't have anything, and the Committee feels that it is a pretty good program. Chief Rosolen said that, if we send down a copy of the curriculum with all the qualifications and requirements, it will give them something to look at. Director Mason stated that the NFPA 1001 Committee might be interested in it because he imagines the next version that comes out will probably have something to do with RIT.

**Motion** by Commissioner O'Keefe, seconded by Commissioner Nelson, to submit the Rapid Intervention Team program to the National Fire Protection Association and to the International Fire Service Training Association for consideration as a program. Motion passed unanimously.

**Item 6. NFPA Standards 1031-1033-1035.** Commissioner Hatfield gave his report under Item 2, Curriculum Review.

**Item 7. Academy Awards.** Commissioner Cartier reported that he had seven nominees that were turned into him for the Academy Awards. They will be reviewing them today. He noted that one of the things he needs is a little help with the program. Commissioner Cartier stated that the Committee is trying to put together the mission and the guidelines of the awards. He has met with Commissioner Porter and Dr. Munroe about the basic feelings of when it was first put together. Guidelines need to be in writing as to who should get the awards and how do you put in for the awards. The Committee feels that the Academy Awards are not advertised enough.

Commissioner Cartier said that the Committee is also thinking of changing the program a little bit for the night of the presentations.

Director Mason explained that we need to notify this year's recipients to ask them for their invitation lists. When we receive those lists, we send out formal invitations with an RSVP request so we can order the right amount of food from the caterer. We also purchase flowers.

Commissioner Cartier said that any changes that the Committee proposes would not affect this year's ceremony. They are planning for next year.

Commissioner Porter said that, since all nominations have to come from a Commission member, each Commission member should be advising the organization he represents about the awards, and letting them know he is available to make the nominations.

## **V. REPORT OF THE DIRECTOR**

**Item 1. Director's Report #63** covered the following subjects: 1. Personnel, 2. C2F2, 3. Graduations, 4. Burn Building Symposium, 5. Fire-Rescue New England, 6. Administrative Rules, 7. MA Fire Academy, 8. Construction - Dormitory, 9. CPAT Update, 10. Governor Dean Visits, 11. Hazardous Materials Team Consortium, 12. EMS Reorganization, and 13. Strategic Plan.

Further discussion was held on:

1. Director Mason stated that it has been a real pleasure to call Charlie Roffo a friend and a colleague. Today is his last day here at the Academy. Director Mason, on behalf of the staff, told Captain Roffo that we really appreciate what he has done, wished him the best of luck in the future, and invited him to join the Commission members for lunch. The Commission members gave Captain Roffo a round of applause.

Chair Fortier stated that the Commission members thank Captain Roffo for his years of service and dedication to fire training. Whenever the Commission needed assistance, he was right there for them. Chair Fortier said thank you and good luck.

Captain Roffo invited the Commission members to see the television studio, which is done.

Director Mason also announced that Linda Spinelli, one of our secretaries, is also leaving for a promotional move back to the

Department of Safety in Financial Responsibility. Her last day at the Academy will be September 12.

11. Commissioner Hatfield said that the New Hampshire Hazardous Materials teams will be at the International Speedway in Loudon on September 25 for an Expo. Every Hazardous Materials team will be there in order to meet other teams and to see what equipment they have.

Other items discussed were:

14. Director Mason thanked Commissioner Judge for all he has done to assist us when asked. He is very, very helpful to us.

## **VI. OLD BUSINESS**

**Item 1. C2F2 Residency Requirement.** Commissioner O'Keefe said that we have two public hearings coming up today regarding C2F2, and he was curious as to what kind of comments we have heard. He asked what the update is and what do people expect.

Chair Fortier explained that the hearings are Commission hearings and not a public hearing we are mandated to have on a Rule change. He said that the primary discussion will be the residency requirement. We may hear some comments that C2F2 shouldn't be required at all. Everyone on the Commission will have the ability to ask questions during the hearings, but we are not going to debate the issue. This is for the Commission members for gathering information. The Commission members will debate the issue at a later date.

Commissioner Hatfield asked if it would be a Rule change if the residency rule were to be eliminated. He said that the comments he has received have not been on C2F2, but only on the residency requirement. Director Mason answered that it would be a curriculum change, not a Rule change. However, under the RSAs, when a curriculum change is made, it has to be on the table for 60 days, during which time it is open for written comments; plus you have to have two public hearings, one at a time that is convenient for volunteers and one at a time that is convenient for full-time. He further explained that you have to have the full-time mandate that was in place on the date you were hired. So if you change it tomorrow, anybody who was hired from the beginning of this year to today, would have to meet the criteria which includes residency.

Commissioner Russell said that, when this issue is decided, he has been asked to write an article for the Town & City Magazine to get the information out to the municipalities. At some point, he would like some

assistance from both management and firefighters to have a well-balanced article that we can put out to give as much information as possible to both sides of the issue.

Commissioner Judge quoted 21-P:29, "provided that no person shall be excluded from such employment on the basis of any rule adopted under 21-P:27-2 until such rule has been in effect for at least one year." He said what he has been hearing is something a little different from that, which is that rules that are in effect when you get hired apply to you. He noted that is not what that says; what it says is that you cannot be prevented, you can't be excluded. So if you loosen a rule, that rule could be effective immediately. He is not sure how the residency rule would apply to this; he's not sure if it is exclusionary or not.

Chair Fortier noted again that the two hearings are being held today, one at 2:00 p.m. and one at 7:00 p.m.

## **VII. NEW BUSINESS**

None.

## **VIII. RETREAT ITEM DISCUSSION**

None.

## **IX. NONPUBLIC SESSION (Personnel Matter)**

**Motion** made by Commissioner Judge, seconded by Commissioner O'Keefe, to go into a nonpublic session for a personnel matter; motion passed unanimously by roll-call vote.

**Motion** made by Commissioner Nelson, seconded by Commissioner Landry, to come out of a nonpublic session; motion passed unanimously by roll-call vote.

**Motion** made by Commissioner Judge, seconded by Commissioner Landry, that the Commission allow Director Mason and the Attorney General's Office, with consultation of the Chair, to put together a hearing notice regarding a personnel matter. Commissioner Judge noted that, for the purposes of the record, what they are aiming at is putting together the hearing for the next Commission meeting. Motion passed unanimously.

**X. GOOD OF THE ORDER**

**Item 1. Al Britton.** Commissioner Nelson reported that Al Britton has been hospitalized again for his cancer. He should be going to Dartmouth-Hitchcock Hospital some time in the near future to undergo bone marrow treatments.

**XI. ADJOURNMENT**

The Commission meeting adjourned at 1:40 p.m.

Respectfully submitted,

Richard A. Mason, Director